



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	12-29-2015
Subchapter:	1	Forms	
Issuance:	2.3	CP&P Form 2-3, Missing Person Form	

[Click here to Preview the Missing Person Form.](#)

WHEN TO USE IT

The Worker uses CP&P Form 2-3 to debrief the National Center for Missing and Exploited Children (NCMEC), Human Services Police and the Local Police immediately when a person is missing from his or her natural home or when the person is missing from placement.

This form is used for any person under 21 years of age who has an open case with CP&P or is in a sanctioned placement.

HOW TO USE THE FORM

This Form is completed in NJ SPIRIT. **Note:** Some of the information on this form pre-fills. Information that does not pre-fill includes medical information. The Worker will review the form and provide the information that is **NOT prefilled on the form**.

The Worker reviews/completes the following information in the NJ Spirit CP&P Form 2-3:

- Identifying information about the person who is currently missing:
 - Name/alias
 - Date of birth
 - Last known address of residence
- Physical characteristics of the person; including any distinguishable scars, marks, tattoos etc.

- Pertinent medical information (**Note:** No information regarding substance abuse use, HIV status, or AIDS status may be disclosed. Only health information that would be critical for law enforcement to know upon recovery of the child should be released, for example, if the child is an insulin dependent diabetic)
- Emergency contact information of the person's guardian, family members, or friends who may be able to provide information on the person's whereabouts
- Additional information about the missing person:
 - Date last heard from (e.g., in person, phone, letter/e-mail)
 - Ever drive a car/truck (e.g., licensed in what state?)
 - Circumstances under which the person became missing
 - Last known location (other than address of residence)
 - Previous locations where the person was found (locations where the person has been found in previous missing episodes if known) and/or locations the person may be suspected to go
- Local office contact information including:
 - Reporting Worker/title
 - Reporting office and main telephone number
 - Worker's Supervisor/title
 - Address of the reporting office.

After completing CP&P Form 2-3, the Worker approves the form via NJ SPIRIT and notifies his or her Supervisor verbally that Form 2-3 was sent for review. The Supervisor or designee reviews and approves the form electronically. This is done immediately.

The Worker prints the form, and if a photo is available, the Worker affixes a color copy of the photo to the "Place Photo Here" section on page 1. The Worker contacts the NCMEC at **1-800-THE-LOST (1-800-843-5678)**, Human Services Police, and the local police department via the telephone. The Worker provides the agencies above with a copy of the form electronically or in person (e.g., Scans and e-mails or personally hand-delivers the form).

DISTRIBUTION

Original	-	Case file
Copy	-	Local Police
Copy	-	NCMEC
Copy	-	Human Services Police